

9 January 1947

MEMORANDUM

25X1A9A TO: Mr. [REDACTED]
FROM: Chief, Supply Section

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Attached is a copy of a proposed memorandum to the Chief, Special Funds Section, relative to establishing an advance account in the Purchase Unit to facilitate handling emergency requisitions for small accounts, and for other purposes as indicated, together with a copy of a proposed delegation of authority placing the responsibility of accounting for the advance on Mr. [REDACTED]

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25X1A9A [REDACTED]

It is understood, if an advance is established in response to this request, all laws and regulations with respect to procurement will be complied with and the advance account will be replenished at the end of each month, or as necessity dictates, through use of vouchered funds in accordance with arrangements made between the Purchase Section and the Finance Division.

In view of the urgent need for establishing the advance account, prompt action is solicited from all in examining the attachments and forwarding your recommendations relative to any corrections that appear to be necessary.

In the event that your comments do not reach the undersigned by 14 January 1947, it shall be assumed that this proposal has the consent of all concerned and action will be taken to prepare both documents in final form for approval of the Executive for Personnel and Administration and transmission to the Chief, Special Funds Section for release of the advance.

Document No. <u>039</u>
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Approved <u>10-2</u>
Date: <u>NOV 1</u> By: <u>Q13</u>

[REDACTED]
Chief, Supply Section

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